

## PROJECT APPLICATION CHECKLIST

Name of  
Applicant.....

**The following is due by April 29, 2005, no later than 4:30 PM. (no exceptions)**

☐ On line application ([www.sanantonio.gov/art/website/projectfund.asp](http://www.sanantonio.gov/art/website/projectfund.asp))

**The following are due in the Office of Cultural Affairs Office, 318 W. Houston Street, Ste. 301, by May 5, 2005, no later than 4:00 PM.**

**All applicants must submit:**

- ☐ A signed, original Assurance Form.
- ☐ Copy of IRS letter determining tax-exempt status.
- ☐ Sponsored applicants, if applicable, submit copy of request to the IRS for 501c3 designation.
- ☐ Copy of Certificate of Incorporation, State of Texas.
- ☐ A signed, original agreement from the sponsoring organization acknowledging responsibilities of sponsorship.
- ☐ A financial statement or audit from your most recently completed fiscal year. Organizations submitting a proposal for more than \$50,000 must submit copy of independent audit.
- ☐ A completed "Anticipated Performance Measures" form.
- ☐ A completed "Diversity Activity" Form.
- ☐ A completed "Application Timetable".
- ☐ A list of your current Board members and their addresses.
- ☐ Supporting documents such as publicity materials, reviews, slides, audio cassettes or video tapes that will provide panelists with an indication of artistic merit is required.
- ☐ Sponsorships, collaborations, joint projects, **must submit letters of agreements.**
- ☐ If sponsoring an individual artist or group of artists, **attach letter of agreement and résumés of participating artists.**